

Air Pouch

SECRET

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fw
25X
WJC

5X1 : Chief of Station, []

5X1 :

- Administrative/Personnel
- Contract Guards

1. Attached are two sample copies of the Contract of Employment signed by all of the new special employees who will be joining you. In addition to the copy for your headquarters, we believe the senior [] officer will want a copy for handy reference.

2. The attached Processing Procedure For Contract Guards spells out Headquarters processing procedures, basic concepts adopted, and significant points covered in the briefing given these men.

5X1 3. It will be readily apparent that these men do not have the maturity, educational background, and sophistication apparent in our present Investigator staff employees. These men are guards and have been provided for us by the [] Office to serve exclusively as guards. We cannot and must not delegate any courier or other ancillary investigator duties to these guards. The Investigator staff employees will continue to handle these functions as well as assist in the supervision of the guards. The [] Office has wisely requested that the line of supervision be clearly drawn so there will be no question as to who is responsible for their direction, supervision, discipline, etc. Naturally, the senior [] officer must shoulder the full and total responsibility for these men. In their Headquarters briefings they have been told that the senior [] officer is the man responsible for their performance on duty and their conduct off duty. He will be the one who will rate their performance and when necessary terminate their services.

5X1 4. It will be necessary to conduct a training program for these guards. The program must include use of firearms, destruction of classified waste, and [] procedures to be followed in the performance of their duties.

5. It will be necessary that these guards (They can be compared with the GSA type guard we have at Headquarters.) must have close supervision

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25X1

on duty as well as off duty. They have been informed that any misconduct will be cause for immediate dismissal. This has been so thoroughly impressed on them that they will not expect to have leniency shown them.

6. These men have all received phase III briefing and can have access to all areas except special areas (SI, T, and Crypto) in the performance of their duties.

25X1

Attachments:

- 1 Two copies contract
- 2 Process Procedure for Contract Guards

15/ Security

25X1

14/
Releasing Officer

14/
Authenticating Officer

25X1

Dist:

1 & 2 - addressee

3 - Security

4 - Pers

5 - RI

AHD:ap 25 April 1958

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